



State of Missouri Rental Services Contract

Presentations by:

Cindy Dixon, OA/State Fleet Management

Carla Ahrens, OA/Risk Management

Basic Contract Information

☐ Contract Effective Date

- Contract #: C107001001
- Effective: November 11, 2006
- 3 optional one-year renewal periods

☐ Preferred Use Contract

- Exceptions:
 - ☐ Vehicle type is unavailable
 - ☐ Can find lower pricing for same rental on contract

Why Consider Rental Vehicles?

- ❑ Rental vehicles are almost always more cost effective than mileage reimbursement
- ❑ Required in SP-12, State Vehicular Travel Policy

Mileage Reimbursement Data

| | FY'05 | FY'06 | FY'07 | FY'08 |
|-------------------------------------|--------|----------|----------|--------|
| Standard Mileage Reimbursement Rate | \$.345 | \$.375 | \$.415 | \$.455 |
| Miles Reimbursed | 43.7 M | 37.8 M | 33.8 M | |
| SAM II Expenditures | \$15 M | \$14.2 M | \$14.0 M | |

Source: SAM II Financial Datawarehouse
State Employee Reimbursement Only

Number of Business Miles

| | Business Miles Driven (in millions) | | | | |
|-----------------------|-------------------------------------|--------------|--------------|--------------|--------------|
| Travel Option | FY 03 | FY 04 | FY 05 | FY 06 | FY 07 |
| State Vehicles | 145.3 | 149.4 | 149.6 | 151.0 | 151.2 |
| Rentals | 0 | .48 | 1.04 | 1.58 | 2.6 |
| Mileage Reimbursement | 43.3 | 40.8 | 43.6 | 37.8 | 33.8 |
| TOTAL | 188.6 | 190.8 | 194.3 | 190.4 | 187.7 |

Pricing

- ☐ Instate (4MOSTIN)
- ☐ Out of state (4MOSTAL)
 - Same rate for out of state branch locations and out of state airport locations
 - Liability insurance included in all out of state rates

Definition of In-State Rentals

- ❑ Rental must ORIGINATE within the boundaries of the State of Missouri, AND;
- ❑ Travel may occur within the boundaries of:
 - Missouri
 - Kansas
 - Illinois

New One Way Airport Rentals Coming Soon

- ❑ New pilot program coming this spring
- ❑ One way rentals between Jefferson City and the St. Louis and KC airports
- ❑ Opportunity to reduce travel expenditures
- ❑ Kickoff meeting in January or February in Jefferson City
- ❑ Invitation will be sent to FMAC, Purchasing Committee and agency fleet managers

Fueling Rental Vehicles

- ❑ Match Policy
 - Return vehicle with same amount of fuel at beginning of rental
- ❑ Consider use of Voyager card
 - Check out cards to employees
 - Establish controls
 - State gets Federal Excise Tax Exemption of 18.3 cents per gallon

Payment Options

- ❑ Two Payment Options
 - Direct Billing
 - Set up direct bill account with Enterprise (form available in Notice of Award document)
 - Provide SAM II Agency/Org number at time of reservation
 - Procurement Card – Central Travel Desk (preferred)

Procurement Card

- ❑ Preferred method of payment
- ❑ Collision Damage Coverage (CDW) provided by UMB/Visa Card
<https://web.umb.com/mo/index.html>
- ❑ Cardless payment option
- ❑ Easy to set up
- ❑ Control rentals through travel desk coordinator
- ❑ Instructions at
<http://www.oa.mo.gov/gs/fm/procurementcardprocedures.pdf>
- ❑ Complete Pcard form, Send to Enterprise
- ❑ “Ghost” customer numbers assigned for each card
- ❑ Use www.enterprise.com to make reservations with “Ghost” customer numbers

Walk Around Inspections

- ❑ Walk around inspections should be performed in the presence of an Enterprise employee before and after a rental (exception – after hours drop off)
- ❑ Pre-existing damage should be noted on the rental contract

Insurance

- ☐ Collision Damage
 - ☐ Direct Bill – covered through State Legal Expense Fund
 - ☐ Procurement Card – covered by VISA
- ☐ Liability included in all Out of State Rental Rates

In Case of Accident

- ☐ Report all accidents/auto damage in rental vehicles to OA/Risk Management
- ☐ Complete Automobile Loss Notice Form
- ☐ OA/Risk Management will work with Enterprise to resolve the claim
- ☐ Indicate at top of form if rental was direct billed or paid by procurement card

Appropriate Use of Rental Vehicles

- ☐ Rental Vehicle - according to State Vehicle Policy (SP-4) is a state vehicle
- ☐ Personal use is prohibited
- ☐ Operators must be state employees
 - “Operator” means any authorized state employee, individual as provided by law, who is in control of drivers license for the type of vehicle operated.
- ☐ Passengers must be conducting state business
 - ☐ “Authorized passenger(s)” means state employees or other individuals involved in the conduct of state business.
- ☐ See SP-4 for guidance on appropriate use

Questions